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Bullying: Awareness and Effective Response	<p>This training will cover three key areas: Bring awareness of bullying in both the workplace and schools through identifying the signs and behavior; discuss the negative impact and effects; introduce strategies & steps to combat and prevent bullying. From pre-school to college, bullying has become an epidemic in the United States, and the consequences are dire – the humiliation that results from bullying has led to suicide in numerous cases, and even mild forms of bullying can markedly reduce self-esteem and school performance. Education of professionals and parents alike is essential to eliminate this tragic behavior.</p> <p>Please join us for this seminar where the following will be discussed:</p> <ul style="list-style-type: none"> • The characteristics of bullies • Typical characteristics of targets • Characteristics and responsibilities of bystanders • Recognizing the signs of a child who has been bullied • Kinds and motivations of bullying • How to prevent bullying in school
Assertive Communication: Find Your Voice and Speak Your Mind While Respecting Others	<p>We live in a world where communication styles range from passive to aggressive. We all know people who fall into both extremes and it may be us! Assertive communication can enhance the effectiveness of our communication by allowing us to express our point of view in a firm way while respecting the views of others. It can help us deal with conflict more confidently in our lives and work.</p> <p>While we may not be comfortable being assertive by nature, the good news is we can learn to become assertive communicators! This useful skill will help us in our interactions with co-workers, managers, partners, family members and friends.</p> <p>In this session, participants will:</p> <ul style="list-style-type: none"> • Define assertive communication • Identify the barriers • Learn specific techniques • Practice being assertive <p>The goal is to make assertive communication a more natural style of communication for you as you learn and practice this valuable skill.</p>
How to Have Difficult & Sensitive Conversations	<p>There's a belief that it's possible to talk to anyone about anything as long as the tone and timing are right. This seminar will discuss how to be strategic in our most sensitive conversations. We'll work to better understand and articulate our own motivations. And we'll endeavor to increase our empathy and awareness towards others. Whether it's asking your boss for a raise or telling your mother you're not coming home for the holidays, you can improve your confidence, clarity and kindness.</p>

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Building and Maintaining Strong Relationships for Military Families	<p>As a member of a military family, one thing you can count on is that your time balancing life at home with the demands of military service will come with more than a few surprises. Learning how to navigate those unexpected experiences will help you better adapt to the changes that can interfere with your life, your work, and your relationships. It is critical to learn how to manage your family during a period of separation, to maintain a healthy relationship with your spouse during a deployment, and to cope with the stress of a relocation, which can easily thrust your whole family into unfamiliar territory. Whether you're a new spouse adjusting to life as military dependent, a veteran partner with years of experience supporting a career member of the armed forces, or a current member of the military looking for advice on how to be a more present partner and parent, this engaging military life course has the recommendations and resources to help you become more informed, more confident, and more capable in all the roles you fill as a supportive, committed family member.</p>
As Our Parents Age	<p>Aging is part of life. Preparing to care for the changing needs of an aging parent though, may not be easy or simple.</p> <p>Sometimes we need help identifying what kind of assistance or understanding a parent might need. We may have trouble altering our expectations or exploring how to help our parents make adjustments. Whether it is regarding household chores or duties, financial assistance or dealing with family conflicts, there are ways to age flexibly and with more ease.</p> <p>In this interactive workshop we will discuss:</p> <ul style="list-style-type: none"> • The stages of aging and how to assess a parent's needs at each stage • How to initiate and have difficult family conversations • Finding support solutions for emotional, financial, social and health problems • Balancing self-care with caregiver responsibilities
The Sandwich Generation: Multi-Generational Caregiving	<p>Are you taking care of your children and your parents? Many middle-aged people find themselves stuck caring for both ends of the age spectrum - helping both their children and their parents navigate finances, social lives and changes in capacity for independence. This kind of caretaking can cause burnout and exhaustion. This seminar will review the phenomenon of the sandwich generation and how we can better manage the needs of our changing families. We'll discuss ways to have productive conversations with aging parents about their needs, ways to troubleshoot burn out as a caregiver and how to keep your own family running smoothly.</p>
Legal and Financial Aspects of Eldercare	<p>One of the most stressful aspects of caregiving is managing your loved one's financial obligations, the cost of caregiving and living expenses, and understanding the financial nuances of Medicare and Medicaid. In this session, we will discuss these important issues and participants will walk away with resources to assist them in this often-confusing process.</p>

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Planning for Retirement: It's More Than Just the Numbers	The advertising you see about retirement all seem to emphasize money. While money is very important, it's not the only thing. Join us for a broad look at what you can do now for a satisfying retirement. We'll explore the new world of semi-retirement, emotional issues around leaving work, the money of course and more.
Stress Relief for Caregivers	Taking care of others can take a major toll on your life, your mood, and your mental and physical health. Participants will learn to focus on what they can control in their own lives, so they can better manage the strain of their heavy responsibilities. This session will provide a series of simple steps to reduce your stress and avoid burn-out, including relaxation techniques, healthy sleeping habits, healthy coping skills, and building a system of support. Participants will also learn about online resources and the importance of avoiding social isolation for mental and physical health.
5 Strategies to Actually Enjoy the Holidays This Year	So often, the holidays are depicted as a time of blissful good cheer and family connection. Why do so many of us feel busy, pressured, or lonely each year instead? You have the power to do it differently this time around, no matter what the holidays hold for you. All you need is a strategy-one that actually works. This seminar will share 5 tips to actually enjoy the holidays this year and will guide you in creating a customized plan to apply them to your personal holiday situation. Let the festivities begin.
6 Steps to the Best Fight Ever: Positive Conflict Strategies for Committed Relationships	Wouldn't it be great if you could express yourself well in a fight with a spouse or partner? If could ask for what you really needed, knowing you had a few tricks up your sleeve to keep the conversation on-track? Decades of relationship research shows that couples with healthy conflict habits stay together longer and enjoy their relationship more...and they tend to do 6 things that work. This seminar will equip you to identify your conflict style, solve your solvable problems, and manage your unsolvable problems with less frustration.
Beyond Blue: Understanding Mental Illness	One in four Americans will experience a mental illness in their lifetimes whether it be depression, anxiety, posttraumatic stress disorder or others. Most of those episodes occur during one's working life. It is imperative that every employee is aware of the risks and signs of the various mental illness, as well as coping strategies and pathways to support. In this workshop we will discuss: <ul style="list-style-type: none"> • The most common mental illness and their signs/symptoms • Specific features of depression and anxiety • The stigma of mental illness • The impact of undiagnosed and untreated mental illness on the workplace • How to access support and treatment
Clear Your Clutter: A Comprehensive Guide	Is your kitchen table covered in unopened mail? Is your bedroom floor covered in clothing? Is your basement a total disaster? Living with clutter is exhausting. Learning how to approach clearing the clutter can feel daunting. This seminar will offer specific, strategic ways to approach clearing it and staying organized! We'll go room-by-room to help you have an organized and restful home.
Do Your Bucket List: 7 Ways to Up Your Focus on Things that Matter	Whether it's running an iron man, meeting somebody, or losing ten pounds, we all have that next thing we want to accomplish in life. But it's so easy to lose focus on personal growth in the rush of daily life. Get inspired and get practical with these

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	7 strategies to increase your focus on that next bucket list item. Life without regrets is possible-you just need to get focused.
Get Smart About Your Heart: Maximize The Top 3 Predictors of Successful Relationships	Growing a great relationship starts with knowing which ingredients matter most. Built on ground-breaking relationship research, this seminar will reveal the top 3 predictors of successful relationships, along with things that matter less than you'd think. You'll also learn practical strategies to help you invest your energy where it counts.
Involvement and Engagement	Learn how small acts of kindness and a state of flow can change your life. Do you ever ask yourself, "What can I do today to change my life for the better?" Thankfully, research supports that there is something we can do about it, and it's actually quite easy. In this session, we will explore two actionable concepts, acts of kindness and flow that you will enjoy adding to your daily/weekly routine and that will help you live a happier, positive, purposeful life!
Master Your Mind: Emotional and Physical Health Connection	You get upsetting news and suddenly feel sick to your stomach. You're nervous about a big meeting and you begin to sweat, your heart races. Examples of the mind-body connection are endless. Particularly helpful for those living with chronic illness or other health challenges, this dynamic session provides strategies that employ the mind to lessen chronic pain, reduce depression associated with physical ailments, improve health outcomes, and more. You'll learn about the latest research findings and gain techniques to help you feel your best, both mentally and physically.
Mindset for Success	Mindset has a huge influence on many areas of life, including physical and Emotional Wellbeing, relationships, and personal and professional success. Regardless of whether we've identified as an optimist or pessimist in the past, we all have the ability to harness a mindset that allows us to deal with challenging events more effectively, turn "failures" into growth opportunities, and experience a greater sense of contentment. Participants will leave this workshop armed with strategies for making simple shifts in thinking that can lead to great change.
Reclaim Your Joy	Children experience joy on a regular basis. But when we become adults, time pressures and competing demands can make joy seem like a foreign concept. However, it's essential to overall well-being that we make time for it. This fun, engaging seminar will help you tune in to what's most important and make a simple plan for incorporating more joy into your daily routine.
The Science of Happiness	Learn how to bring more happiness to your personal and professional life. Research supports that happy people feel better, do better, and live better. While this is great news, it still begs the question, why? And more importantly, how? During this session, we will explore the history and research behind this concept of happiness, how it relates to the various facets of your life, and what intentional activities you can do to increase your life satisfaction and fulfillment. There are many pathways to happiness, so let's get your journey started!

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Understanding Forgiveness	Most of us know that internalizing anger, resentment and grudges creates a negative impact on wellbeing. While many of us want to release negative feelings towards others, we struggle with how to do it. Forgiveness doesn't mean giving someone a pass. Forgiveness means releasing yourself. In this seminar, we'll discuss how holding onto anger hurts us, how anger and resentment manifest in our minds and bodies, and how to take concrete steps towards lasting forgiveness. We'll offer skills and tools for a more peaceful mindset.
Volunteering: Helps you as you Help a Cause	Volunteering not only helps a cause but bring personal gratification. In this session we will explore the benefits of volunteering. By providing service for free certainly is helping others but not realizing you have gained so much more. The physical and emotional benefits of volunteering are discussed in depth. We will provide deeper understanding of both the personal and professional benefits of volunteering in this session.
It's Not Selfish, It's Self-Care	Self-care often gets pushed to the back burner. It might be that we feel selfish taking time for ourselves when we could be doing things for others. Or, we might struggle to find the time and to make self-care a priority. But particularly in today's wireless world, where we are constantly responding to others, making time for self-care is a key component to managing stress and remaining resilient. During this interactive session, you'll learn strategies for building up your self-care reserve as well as how to say "no"-without any guilt.
Enjoy the Game: Be a Good Sport Parent	Having children involved in sports is great for both mental and physical health. However, at what point does it become a negative for the child. As parents we push our children to play (or do we let them choose) and stay on top of the coaches. Are you the parent that becomes interactive with the coaches? During this session we will discuss how to stay on the coach's good side and how much is too much for your child.
Family Ties	In this day and age when everyone is plugged in - what effect is that taking on the members of the family especially the children? Connecting as a family on all levels is key to how children behave in social settings and later in life. Communication skills, dealing with life issues and how they conduct themselves is a learned behavior from parents and other family members.
Finding Harmony: Being a Parent and a Professional	There is perhaps no more delicate balance than being a parent and a working professional. So many of us struggle with how to divide our time, energy and attention. This seminar will discuss the realities of the modern working landscape for parents and how to approach balance in a new, more successful way. We'll review strategies for time and household management. And we'll discuss how to find the most elusive thing of all: quality time just for yourself.
Helping You and Your Child Adjust to Divorce	It's no surprise that the breakup of your marriage is tough on your child no matter their age. Supporting them as they react to your divorce, while also managing your own feelings, can be challenging. In this session, we will learn how to lend comfort – not confusion – to an already difficult situation and at the same time, help you manage your own feelings and anxiety. We will discuss how to adjust new living situations and effectively communicate with your ex-partner. The concrete tools, strategies, and supportive resources you'll gain during this session will help both you and your child to thrive throughout the divorce process and beyond.

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Life Hacks for Single Working Parents	Parenting solo means double the time and double the hassle. However, with a few simple tips and tricks like meal time shortcuts, night before school prep, and the magic of carpooling, it can be a lot less overwhelming. Participants will learn how to make their single parenting life easier with simple and proven approaches.
Making Time for Everything: Dual Careers and Family Life	Two busy partners can make for a stressful household. Managing the unromantic tasks of daily life and household management can be difficult. Making time for the things that really matter - connecting, having fun, playing and resting - can be quite challenging. In this seminar we will discuss ways to better manage one's household and make time for what matters most. We will discuss the realities of busy, working partners and making the most of the time and energy we have.
Managing on Your Own: Single Parenting 101	This session explores the unique challenges of being a single parent, raising a child or children alone. How to be an effective parent, manage your home while meeting career demands. Juggling it all is not easy. How do we determine the right work/life balance for ourselves and our families? Participants will learn how to care for your children's needs while still making time for you and your career. We will discuss practical solutions to managing it all while enjoying your life.
Navigating Divorce	<p>Whether you're considering a divorce, or it has already been initiated, this session will provide the tools you need to navigate the process with the least amount of stress and conflict possible. In addition to concrete tips and supportive resources, we will explore areas including:</p> <ul style="list-style-type: none"> • Effective communication • Navigating the logistical and emotional aspects of divorce • Understanding and managing stages of grief • Building resilience • Planning for the next chapter <p>While divorce is almost always difficult to go through, you can come out of it feeling stronger and more self-aware than before. Regardless of where you are in the process, this dynamic session will empower you with information, tools, and resources to support you during and after your divorce.</p>
New Parent Survival Guide	Having a baby is an absolute miracle. It can also feel like a crisis - the sleep deprivation, the overwhelming childcare choices, just to name a few. This seminar is perfect for those who are pregnant or have a new little one at home. We'll review the realities of having a new baby and some of the choices in front of you. We'll offer practical ideas to help stay sane and we'll also discuss how to stay productive when you return to work.
Social Media for Parents	How can parents make sure kids are using social media safely and appropriately? Not every parent is involved in social media. If your child is using social media, that is a good reason why you should be too. Learn how to keep an open line of communication regarding your child's activity online, establish privacy, proper boundaries, and monitoring healthy usage.
The Impact of Technology on Children	Children used to play hop scotch outside and ride bikes. Now it's all about downloading games on the nearest tablet. In this presentation you will discover how technology is affecting children's development, social interaction, and the way children think and focus.

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The Thriving Family: A Parent's Guide to Raising Resilient Kids	As parents, we all want the best for our children. With the best of intentions, we devote our lives to creating a family foundation that nurtures and protects them. But along the way, as we witness our children experiencing the inevitable challenges of life, our own expectations and vulnerabilities can interfere with their developing brain. How do we avoid this? How can we feel confident that our beliefs and behaviors are providing the best foundation for our children to overcome the difficulties of life so they can truly flourish and succeed? Join us in this webinar as we explore the complexities of our role as parents, our relationship with our individual children and the evidence-based approaches to foster resilience.
Top Social Issues for Teens in Today's World	Teens have different issues to deal with today. Social media, has amplified the struggles they face, many suffer from anxiety and depression. They are exposed to violence on the screen and in music. Let's not forget drugs and alcohol and it ties to peer pressure, which has been a problem for decades. Join us for a discussion about signs to look for in your teen and how to help them deal with today's pressures.
Understanding Our Child's Learning Style	Learning Style is described as a group of CHARACTERISTICS, ATTITUDES, and BEHAVIORS that define our way of learning. Different Styles influence the form a student learns, how a teacher teach, and understand the interaction between them. In today's session we will learn why learning styles are important. We will explore our role as parents, to work with our child's strengths using Dr. Howard Gardner's multiple-intelligence theory.
How to Communicate with Your Teen	Does it feel like you and your teen are on different planets? Communication styles and timing might help close the gap. If you want to get through to your teen you have to think like a teen (in modern times). In this session we will learn how to communicate with them. When and how to address an issue or situation.
Your Elder Love One's Desire: Live Independently	There was a time when families lived close together, women were stay at home caregivers and life expectancy was in the 40's. Fast forward to the present where average life expectancy is in the 70's, families are dispersed, women are in the workforce and elders need care for longer periods of time. Your elderly loved one desire to live independently may not be safe and support their well-being. How do you know what to do? This seminar will provide information on how to assess the needs of elderly loved ones including their physical, mental, environmental and Financial and Financial and Legal condition, what in home services are available, when is it time for care outside of the home, how to talk your loved one about making a change when they say "no". If considering out of home placement how to evaluate facilities and if in a facility how to know if loved one is getting proper care.
The Teen Suicide Crisis	Teen suicide rates are skyrocketing in our nation. The second highest cause of death among teens is now suicide. The internet doesn't seem to help with this. Many teens compare themselves to others on the internet and feel like they aren't good enough not realizing that the internet is an alternate version of reality. This comparison leads to depression, not eating, low self-esteem, and sometimes worse. Learn about the signs, preventative measures, and how you can help become a change agent in the midst of this crisis.

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How to Talk to Your Partner About Money	Money can be one of the most challenging issues in many relationships. But it doesn't have to be. Understanding why and how these conversations are sometimes stressful is the first step to shifting the dynamic. In this seminar, we'll discuss why money can be such a problematic issue and ways to approach the topic with a fresh perspective. We'll offer practical strategies to have productive, connected conversations about money going forward.
The Kids' Table: Simple Strategies for Raising Healthy Eaters	How much _____ is enough for my child? What should I do when my son only wants to eat _____? How can I get my daughter to eat more _____? However the "blanks" fill in for you, other parents likely share similar questions and concerns. During this fun, informative, and interactive session, you'll get answers to your questions and concrete tools to take to the table. We'll arm you with simple strategies to ensure that your child is getting what he or she needs to thrive. We'll also discuss tips for helping picky eaters, review quick and healthy snack and meal ideas, and empower you with vital information to help your child lead the longest and healthiest life possible.
How to Identify, Prevent and Respond to Cyberbullying	Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. Understand, recognize, and properly handle bullying on social media.
What We Should Know About Facebook	While watching the news the world discovered that Facebook was under government investigation for possible misuse of personal data in the Cambridge Analytical Scandal. This misuse involved 87 million users. The result is now full disclosure. We "the users" can now decide what we want to share and what we do not want to share on Facebook, but how do you do that? What do we need to know about Facebook in order to keep that data in which we share secure? This is what we will explore in this presentation.
Birth Order: Behavioral Traits that Affects Your Life and Work	Most of us have heard the long-held theory that birth order has an impact on who we are as an adult. Studies have indicated there is a great deal of truth to that theory. In this session, we will learn how our birth order affects our behavioral style, how it affects us at work, and how it affects our relationships. We will share tools to help us interact with friends, family and colleagues based on their birth order.

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Understanding the Grieving Process: Tools for Coping with Loss	<p>Life is full of changes. There are many types of losses that can cause us to grieve or to feel a sense of sadness or longing for what once was. Grief is not just our reaction to the death of a loved one - it may be our response to the loss of a job or friend, a marriage ending, a move, adult children leaving home or other life transitions. While there is no "wrong" way to grieve, there are healthy ways to cope that can be helpful when undergoing such stress and transition. With awareness and support, we can accept our new circumstances, find new meaning and move on. In this discussion-based workshop you will learn:</p> <ul style="list-style-type: none"> • Common myths and facts about grief • How to identify the physical and emotional symptoms of grief • The difference between grief and depression and when professional help is needed • To identify and choose healthy coping
Five Star Healthcare: Customer Service When It Matters Most	<p>In the healthcare industry, remember that your patient is also your customer. Providing excellent customer service to your patients can reduce their healthcare related stress. Using Disney's inspiring customer service model, participants will learn how to earn Five Star ratings from their healthcare customers. Who knows, they may even invite their friends.</p>
Honoring our Differences - Delivering Culturally Competent Healthcare	<p>When working with diverse patient populations, it is important to honor their cultural values, beliefs, and behaviors. This may be especially important in a healthcare setting. Beliefs and rituals surrounding birth, disease and death are often influenced by culture. This training will help you to integrate cultural competence into healthcare practices. You will learn to recognize the culture-based needs of patients and their families. Increased competence in this area will lead to better outcomes and increased patient satisfaction.</p>
How to Have a Professional Respectful Workplace (Healthcare Organization)	<p>In healthcare settings, professionals interact with a wide variety of professionals in other disciplines and departments. Each discipline must establish professional respectful relationships with patients, colleagues and supervisors. Healthcare professionals are constantly "under the microscope" in terms of the ways they behave and communicate.</p> <p>Unprofessional, disrespectful and disruptive behavior creates a milieu of negativity at the workplace which impacts morale, productivity and job satisfaction. This seminar we will focus on what it means to be a professional and address negative behaviors including bullying and harassment.</p>
Preventing Workplace Violence in the Healthcare	<p>Workers in healthcare settings face significant risk of workplace violence not only from patients/clients but also family members, visitors and coworkers. The number of workplace violence incidents reported in healthcare is 4 times greater than in private industry. Workplace violence is one of the top 4 causes of workplace death. This seminar will focus on how to be proactive in preventing workplace violence. It will cover what is workplace violence, the leading causes of workplace violence, warning signs of potential violence and domestic violence in the workplace. Techniques on how to diffuse and deescalate anger will be demonstrated. The seminar will provide a "road map" which uses real life examples from healthcare settings on how they have addressed the challenge of</p>

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	workplace violence, including when to call authorities, debriefing after incident of violence and how staff can keep themselves safe.
Self-Care for Health Care Professionals	Health care professionals often neglect their own health while helping others. This seminar explores how practitioners can integrate simple self-care practices in their workday that will make them healthier, happier and more effective in their job.
The Power of Compassion in the Health Care Industry	The health care industry has grim statistics for burn out. Fatigue often leads to being desensitized to those you serve. Customer service in the health care industry is often lacking, making clients and patients feel ignored and poorly served. This session will offer insight and techniques for bringing the power of intentional compassion back into your work for better customer service.
Household and Individual Budgeting	This session will help enlighten & clarify how we manage our money, budget daily or annually. We will review key principles, the importance of living within our means, the value of a budget and to creating a safety & security account. In this session we will explore beliefs & misperceptions, the simple money principle and ways to manage and improve cash on hand.
How to Keep Your Holiday Spending on Budget	It's easy to get swept up in the holidays: family gatherings, Black Friday door busters, college bowl games, and even leftover Christmas cookies at the office. How do you avoid the dreaded hangover of credit card debt and tight pants on January 2? Join us for this enlightening session on surviving the holidays. Learn budgeting techniques that will help you avoid overspending. Discover new technologies that assist you when shopping. Rethink (new) traditions. Consider the true meaning of the holidays when it comes to gift giving and hosting parties. And much more.
Identity Theft: What Can You Do About It?	Identity Theft is the fastest growing crime in America. Around 15.4 million consumers were victims of identity theft or fraud in 2016. The average fraud amount per victim was \$1,038. In this seminar, you will learn what identity theft is and how to prevent it. What you should watch out for in your email? What about suspicious text messages? Learn the red flags. And know what to do if it happens to you.
Investing 101	Do you want to invest but don't know where to get started? This webinar will help you to understand what investing is, what it means, and how the "miracle" of compounding works. It will also cover some of the building blocks of investing and provide some insights into techniques with the goal of helping you think about which investing strategies are right for you.
Money Basic	I need help monitoring what I'm doing with my money. What is FDIC insurance and what does it cover? Are credit unions safe? Join us for an informative seminar on the basics of handling your money. You'll learn about budgeting techniques, various bank accounts, online banking.
Painless Estate Planning: It's Not Just for Rich People	Less than half of Americans have a will, but everyone needs one. Join us to learn the simple steps you need to take to create a basic estate plan. We will cover the few basic documents that can save you and your family loads of aggravation and unnecessary expense.
Tax Saving Strategies	Review step-by-step the different sections of the 1040 and how you can maximize savings. What is the difference between a tax deduction and a credit? How can I minimize taxes? Give yourself a raise! Learn more about smart tax planning.

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The Power & Value of a Good Credit Rating: Ways to Impact Your Score	Having access to credit, a strong credit score is extremely important. We will discuss when it is necessary and the benefits. Participants will learn to use credit wisely, improve credit rating and guide to good credit history and how to use this resource correctly. We will review the value of credit cards, reports and ways to improve our score, so we are credit savvy.
Navigating Red Tape After the Death of a Loved One	The passing of a loved one is already traumatic for those left behind. However, learning the basics of dealing with the administrative side of death can make the journey a lot easier. In this seminar, participants will learn the first steps needed to get through the standard paper work, dealing with banks and funeral homes, filing the death certificate, and other key aspects of handling your loved one's estate.
A Healthy Tummy Makes a Happy Brain : Gut Health 101	The microbiome is the bacterial ecosystem in your gut that helps you digest food. Scientists today have found that gut health is directly linked to brain health. In this session, you will learn how to nurture a healthy microbiome through simple self-care techniques. You will also learn the foods that will make your stomach feel great, improve your mood, and help your brain work at its best.
Cholesterol: The Good, the Bad, the Strategies You Need	<p>While genes do play a role, our cholesterol score is largely determined by our lifestyle. This is great news, because it means we have much more control than previously thought. Join us for this dynamic session where you'll learn:</p> <ul style="list-style-type: none"> • Strategies for raising "good" (HDL) cholesterol • Techniques for lowering "bad" (LDL) cholesterol • Healthy, delicious recipes that are simple to prepare <p>Knowing your cholesterol score is important since it's linked to heart disease and other chronic conditions. Join us to take control of your score and your health!</p>
Cleansing: Today's Way of Cleaning Out Toxins	In this interactive session we will examine the basics on cleansing. We address the simple definition of what is detoxing. We will explore how our bodies handle toxicity and where the toxins come from. We will understand how the liver detoxes, it includes a simplified version of what happens in the liver as it performs detoxification as well as the signs and symptoms of toxic overload. You will learn what to look for in a product/supplement or food to help detox. The presentation ends with a take away message and two sample recipes for using food to help with the detox process.
Diet Frustrations: Why Your Diet May Not be Working!	This session takes a look at how and what people do that may be sabotaging their diets without realizing it. Did you know eating Fat Free products actually works against you and your dieting? Learn how to make certain choices that will make eating healthy less frustrating and will help your diet plan work. A handout of the top diet frustrations will be provided and what to do to fix them.
Eat Your Way to Better Health	The food we eat has a bigger impact on our health than almost any other factor. Yet in today's environment of minimal time and super-sized portions, and with conflicting reports about what is and is not healthy, many of us struggle to get the nutrients we need to thrive. During this interactive session, we'll take the guesswork out of healthy eating and provide simple, sustainable strategies that can be incorporated into even the busiest lifestyles. Whatever your health-related goals might be, this session will empower you with resources and information to help you lead the longest and healthiest life possible.

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Getting Fit at the Office	Research shows that sitting at your desk all day can be as harmful to your heart as smoking a pack of cigarettes a day. This session explains the health hazards of being sedentary at work, and offers practical tips on how participants can stay physically active at the office. Participants will learn desk side exercises that will keep them moving throughout the day for better overall health.
Jumpstart to a Healthier You	You're ready to make a change-be it weight loss, reducing your risk of disease, or any other goal, getting started is often the hardest part. During this seminar, you'll learn why most initial efforts to change don't work and discover how you can set goals for lasting success. Not only will you learn how to achieve your goals, but you'll also walk away with the strategies you need to maintain them.
Letting Your Emotions Interfere with Eating	How many times do you eat simply because you are bored or need comfort? We often tend to not even notice why we are eating and many times it's not because we are hungry, but rather our emotions are coming into play. Excessive stress, not sleeping well, anxiety, and needing emotional comfort lead many of us to the refrigerator or to the snack pantry leaving us with unwanted weight gain, health issues, and lowered self-esteem. Learn how to identify when you are eating emotionally and what your triggers may be. Learn how not to use food to fulfill an emotional void in this engaging, introspective seminar.
Menopause & Nutrition	Menopause is a biological turning point in a woman's life. This webinar looks at some key points of what is happening in a woman's body and how it affects their health. Nutrition plays an important part in helping women get through this time and they will learn about nutrition's role in preventing chronic health issues related to menopause including cardiovascular disease and inflammation. Diet therapy is discussed in detail through this presentation, including supplements and lifestyle changes that will have a positive effect on the woman's health. Handouts of key nutrients and lifestyle changes are included.
Men's Health: Nature vs. Nurture	What can men do to stay healthy? What are men's top health issues? Why it's more cultural than biological. Join us for this very informative session on staying healthy as a man. Women welcome too!
Mindful Eating	Does eating in your car, wolfing down lunch at your desk, or snacking while watching TV sound familiar? Do you often finish eating something and not really remember the experience? If so, you're not alone-between the hectic schedules we keep and the different roles that food plays in our lives, eating mindfully has become challenging for most of us. During this interactive session, we'll come to understand the concept of mindful eating and how to apply it. We'll also explore the important role mindfulness plays both in managing weight and in enhancing physical and emotional wellbeing.
Power Eating for Exercise	Learn how to optimize your workout by eating the right kinds of foods. This presentation will show you how to eat to improve your fitness outcomes. Studies show that exercise alone without a healthy diet can impede your health goals. Participants will learn what foods to avoid and what foods to incorporate before and after a workout.

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Relaxation Rx	Most of us feel too busy to even think about taking time out to relax. But the reality is that regular relaxation is crucial-if we don't stop regularly to "refuel," we risk emotional and physical burnout. Even a small investment of 5-10 minutes a day can have a huge return. This interactive workshop will include demonstrations of relaxation techniques that provide immediate as well as long-term benefits. We'll also learn how to detect burnout "triggers" and discover ways to regain a sense of balance and motivation. We'll leave feeling recharged and better able to tackle daily demands.
So You Think You Can Chill: Strategies for Creating Moments of Mindfulness	Mindfulness is all the rage these days, but not everyone has time to catch a meditation class after work. How can busy people tap into the benefits of this life-changing practice? This seminar will introduce mindfulness meditation techniques and offers practice strategies for meditating in the real world-- at work and on the go.
Staying Healthy as You Age	Preparing to age healthy starts at a young age. The recent view on aging has become "it's a matter of mind" and it's all about how you feel! With longevity, we are seeing more chronic disease and conditions. Naturally, genetic makeup plays a part in the aging process too. However, adopting healthy habits and behaviors will contribute to a productive and meaningful life as you age. Learn how perception, nutrition and lifestyle play key roles in healthy aging. The goal is to enjoy the golden years, start here when you participate in this session.
Strategies for Balancing Eating Healthy while Dining Out!	Going out to eat can be a huge temptation to making poor food choices. This webinar will help participants to become more mindful, listen to their bodies and learn how to make smart decisions. Participants will learn the strategies they need to help with sticking to healthy eating. The key is learning how to balance your choices while not feeling deprived.
The Gluten Free Diet, Celiac and Gluten Sensitivity	With Gluten free diets being so popular clients will learn the difference between Celiac, which is an autoimmune disease, and Gluten Sensitivity. Clients will learn about the gluten free diet and what nutrients need to be supplemented and why. Who else may benefit from using a gluten free diet (autoimmune, Autism, and wheat allergy, weight loss); how do you know if you are one of them?
The Power Table	It has been said that breakfast, lunch, and dinner are some of the best "medications" we can take. Each time we sit down to eat, there's an opportunity to give our body the most nutritious, health-promoting food we can for optimal health. Join us for this interactive session, where we'll learn how to look and feel our best with the power of plant-based, whole foods. We'll discuss some lesser known "all-star" super foods as well as strategies for effortlessly sneaking in more nutrients and getting the most out of each meal. We'll also share simple, delicious, and nutrient-packed recipes to power up any table!
Wellness Wisdom for Women	Women have a wealth of health information available to them on their health. In addition to learning the facts women also have their intuition and instincts about their bodies. This class combines the health factors we need to know combined with being in touch with our bodies to increase our awareness of the silent risks that threaten our wellness. We will discuss what makes women's wellness unique in the areas of heart disease and stroke and the key factors for promoting overall wellness: nutrition, sleep and exercise...talk soon!

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What has Stress and Diet have in common?	Learn how stress plays a part in your health status; contributes to inflammation and weight gain. Hormones released during constant stress could be behind your weight gain or prevent you from losing weight. Cortisol is one hormone that has many jobs including maintaining blood pressure and carbohydrate metabolism. During times of stress cortisol stays elevated causing an impact on weight gain. Stress, inflammation and diet play together and could be helping us hold on to that unwanted weight.
What is Pre-Diabetes and Diabetes	Did you know that diabetes is the major cause of blindness, kidney failure and heart attacks? This webinar will help the client recognize the signs and symptoms of pre-diabetes and diabetes Type 2. An understanding of how insulin and sugar work together in the body will help guide the client to understanding what is going on. Participants will learn simple lifestyle and diet changes that can be effective in preventing or delaying the onset of type 2 diabetes. A hand out of portions of carbohydrates for meal planning will be available.
The Benefits of Mindfulness	Lots of us would like to be more mindful, and live a more balanced life, but we don't know where to begin. During this session you will learn a few practical techniques, like breathing and meditation exercises, that you can employ at any time (and in just a few minutes!) to get yourself into a more mindful state. A regular mindfulness practice can help you feel better, reduce your stress, and enjoy life more.
Calm Down: Meditation and Relaxation Guide	Learning to calm and center ourselves is a necessary skill. Making time for a regular practice of meditation, yoga or another form of relaxation can be challenging. In this seminar, we'll review some of the most popular relaxation tools and how to integrate them into our busy lives. We'll discuss how to find and make time, even if you think you're totally overlooked already!
Positive Change: Achieving the Goal of Becoming a Non-Smoker	The traditional view of "Quit" smoking is that we are giving up smoking cigarettes and breaking a habit. This class will serve as an introduction to a more positive approach that by deciding to become a non-smoker you are gaining and choosing to become a person who no longer chooses to smoke. This does require understanding how we think, then changing our behavior, a process grounded in the principles of cognitive behavior therapy. By understanding how we think about ourselves, our habit and our relationship to nicotine we can work to change that thinking and our behavior. We will cover some of the steps we can take to affect positive change. We will also review the myths and realities of nicotine addiction, and how those views can hold us back from achieving the goal of becoming a non-smoker.
Smoking: How to Quit	We all know why we shouldn't smoke. Wanting to quit is easy, it's being successful that is difficult. We will discuss how to prepare to quit and what support you may need. We will integrate techniques to stop smoking and provide number of resources.
Empathy on Empty: Compassion Fatigue	Even the most empathic person can become so overwhelmed by the chronic stress associated with caregiving that negative attitudes start to take over. This concept, known as compassion fatigue, is particularly common among those in helping professions. During this session, we'll explore the root causes and symptoms of compassion fatigue as well as provide strategies for overcoming it.

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Minimizing Worry to Maximize Your Life	Are you a worrywart? Nineteen million Americans are chronic worriers and 38 percent report worrying every day. We all worry at times, but if you constantly stress over everything in your life you may be developing a chronic worry habit that can lead to physical and mental health difficulties including stress-related illnesses, generalized anxiety disorder and depression. In this session, we will assist you in analyzing the root cause of worry, and strategies to break the cycle of worry.
Strategies for Stress Relief	Everyone is stressed. The responsibilities of modern living can be overwhelming. But is it really possible to learn techniques and strategies to manage and relieve stress? Yes! In this seminar, we will talk about the symptoms of stress, how they manifest in day-to-day life and ways to effectively manage stress. The goal of this seminar is to help every participant develop willingness to employ at least one new strategy towards feeling less stressed.
Supporting a Loved One with Addiction	Having a loved one with addiction can be heartbreaking, frustrating and terrifying. Choosing how to support them can be confusing - the right choice isn't always obvious. In this seminar we'll discuss recognizing signs of addiction and review choices of how to support your loved one. We'll also review concepts such as enabling and codependency. You'll walk away from this seminar with a clearer idea of how to support both yourself and your loved one.
Manage, Delegate & Advise: Communications Skills for Managers	The most important tool a manager has is effective communication. This seminar will help you improve your communication. We will troubleshoot barriers to communication and offer strategies for improvement - we'll discuss dealing with challenging employees, bolstering confidence and having sensitive conversations. We will also strategize how to improve communication across teams at large and ways to improve your confidence as a leader.
Sexual Harassment: Building A Culture of Workplace Respect (Manager's Version)	Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Managers are on the front line of being accountable and responsible for sexual harassment in the workplace. This training will provide managers with the necessary tools to clearly understand what constitutes sexual harassment, the parameters of what is unacceptable behavior and the appropriate interventions to take in the event of an occurrence. It will review employer liability as a serious consequence and offer strategies to mitigate sexual harassment claims. The training will be interactive and make use of case studies, vignettes and role play.
Build Tomorrow Now: Best Practice Mentoring for Mentors and Mentees	Smart organizations are mentoring their up and coming talent, but what are the best mentors and mentees doing with those mentoring minutes? This seminar will equip the mentors of today with the evidence-based strategies they need to shape tomorrow's leaders. Mentees will learn insider tips and strategies to get the most out of a mentor and a healthy dose of encouragement to be a mentor themselves one day soon. HR professionals and leaders will come away with insights for building effective mentoring programs.

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Bullying at Work	Bullying at work is more prevalent than sexual harassment and racial discrimination. It is estimated that 1 in 5 U.S. workers has experienced bullying in the past year. The overwhelming majority of employees bullied at work leave their jobs without taking action. Having a respectful workplace is everyone's right. This seminar will empower employees, so they are not a victim of bullying. It will show how to protect yourself and coworkers from being bullied. It will enable employees to identify and respond to workplace intimidation and learn how to spot bullying behaviors. Learn how to take action and fight bullying. By learning the strategies for responses to bullying, how to protect yourself from bullying, what steps to take if bullying does not stop, and the emotional impact of bullying and available resources.
Cultivating Committed Clients	Businesses depend on their client base to succeed. In looking at both internal clients (employees) as well as external clients, there are common themes that successful organizations tend to share. During this dynamic session, we'll provide strategies designed to help both individuals and organizations to thrive.
Developing Critical Thinking Skills	<p>The ability to make good decisions quickly and to creatively solve problems is what sets some people apart. In fact, for many employers, it is often the most sought after skill set.</p> <p>We all encounter a high volume of information every day. How do we know what is most important or reliable? Though most credit their ability to think critically with their experiences in school, can we cultivate this capacity in our daily personal or professional lives? The answer is yes! Join us for this interactive workshop where you will:</p> <ul style="list-style-type: none"> • Increase your curiosity and open-mindedness • Learn how to quickly analyze and evaluate information • Learn how to better organize and apply your ideas
Getting Back on Track: Turning a Professional Misstep into Growth	Whatever sort of misstep you've had, there is a way to recover. Whether you blew it on a big project or misbehaved at the holiday party, we'll discuss ways to regain respect and improve your professional relationships. This seminar will discuss the fallout from a professional misstep and how to parlay any mistakes you've made into professional growth opportunities. We will review numerous strategic ways to recover and improve your career going forward.
How to Work with Your Boss for Mutual Success	Being talented and hardworking is not enough to achieve your career goals. Having a healthy positive relationship with your boss is critical for your job satisfaction and career. If you are working under a boss who is overextended, overwhelmed or incompetent, learning how to "manage up" is the most practical and efficient way to navigate this dynamic to achieve success. Having a "great boss" and being friends with your boss can be tricky. In this seminar we will learn how to evaluate the type of manager you have, the unique set of challenges, and how to disagree with your boss in a respectful way. Managing up does not mean "sucking up" rather creating value for your boss and your company. Remember, when your boss is successful you are successful.
Mastering the Business of Workplace Etiquette	From basic manners to cultural differences and more, it's very difficult to succeed without a certain awareness of etiquette in the workplace and what we don't know can hurt us. During this lively session, we will identify common pitfalls and

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	show you how to avoid them. We will also review strategies to help you shine and leave a lasting impression.
Planning for Personal Success	<p>Who defines what success is? Have you ever wondered what personal success is for you? Daily we are inundated by media images of what other people's idea of success should look or feel like. Some of us may have grown up with pressure from family or culture to attain or uphold a standard. Everyone can make changes in his or her personal life and create a plan for the success that they envision for themselves. In this interactive workshop we will discuss:</p> <ul style="list-style-type: none"> • Creating your personal definition for success • How to set SMART goals • Establishing and updating a written plan • Implementing action steps • How to remain encouraged and focus on progress not perfection
Positive Impact: Communication Strategies for Success	<p>Miscommunication is one of the most common causes of interpersonal issues, both in personal and professional relationships. Communication involves much more than just the words we speak-we may be sending out negative or mixed messages without even realizing it. Join us for this dynamic session, where we'll:</p> <ul style="list-style-type: none"> • Explore common communication challenges and strategies for navigating them • Help you identify your personal communication style • Review techniques for effectively conveying messages • Discuss strategies for active listening • Demonstrate a role-playing activity • Provide additional resources to help you going forward <p>Don't miss out on this vital communication conversation!</p>
Respect at Work	<p>Feeling respected in the workplace is of paramount importance. Earning and maintaining that respect can sometimes be challenging. In this seminar, we will discuss how to make sure your workplace is respectful of all employees. We'll troubleshoot how to spot and address impediments to a respectful workplace. We'll discuss strategies for both managers and employees to earn and maintain the respect we all want and deserve.</p>
Sexual Harassment: Building A Culture of Workplace Respect (Employee's Version)	<p>Sexual Harassment is a universally recognized issue of concern in the workforce (from which no industry is immune). Many people do not recognize that their actions could be hurtful or hurting someone. Teasing or joking can have damaging effects on co-workers, bystanders and the organization. Even more importantly, these actions can put themselves and their employers at serious Financial and Legal risk. This seminar will educate employees regarding the Financial and Legal definition of Sexual Harassment, we will explore clear standards for appropriate behavior and the tangible consequences. This session will challenge employees to examine their own behaviors, assumptions and biases regarding Sexual Harassment. The session includes a pre-test and post-test and can offer a certificate upon post-test. It can also be customized to be state-specific or can be offered in a more general manner.</p>
Social Media that Pushes the Company's Vision Forward	<p>These days it's very rare to find someone who isn't on social media. Companies can use this to their advantage by getting people to buy into their visions by leveraging</p>

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	the internet. With video, photo uploads, tweets, and post updates, a company can make a huge impact while gaining a massive following. The digital space is changing daily and if a company does not start making noise in that space, they can lose steam very quickly. Learn how to create a solid social media strategy that gains online support, shares your message, and knocks competitors out of the box.
Working it Out in the Workplace	Most of us spend more than half of our waking hours at work. And a huge part of our satisfaction and productivity depends on the strength of our interpersonal relationships. Both for your own personal success and the success of the organization, it's essential to create and maintain positive relationships. During this interactive session, we'll explore common challenges and provide you with steps for navigating them.
Did you Hear Me? Active Listening as a Key to Success	You know the feeling-someone is talking to you, and you're already formulating what you're going to say in response. Or perhaps you heard the words they said but not the deeper meaning behind them. Miscommunication can lead to all sorts of problems and is one of the biggest challenges in relationships. During this fun and fast-paced session, we'll provide you with some tweaks and tips for active listening that will help you to thrive at work and in your personal life.
Harnessing the Power of Social Media	Facebook, LinkedIn, and Twitter: are they good or bad? Utilized correctly these can be wonderful business tools. Utilized incorrectly, they can kill a career. We will discuss effective utilization of these powerful tools, as well as cautions for inappropriate use.
Healthy Connections	Studies have shown that individuals who feel a sense of connection to others and to their communities are likely to live longer and enjoy happier, healthier lives than those who do not. Though we're more "connected" than ever these days through technology, the amount of real, quality interactions is dwindling. We're living farther apart from family and friends and spending more time in front of screens-even when we're surrounded by others, we're often in our own world. This session will review some simple steps for enhancing a sense of connection, even for those of us with the busiest of schedules. We'll learn how some very small, sustainable changes can make a huge impact on both physical and emotional well-being.
Hold Your Head High: Communicating with Confidence in the Workplace	We all admire people who can communicate comfortably-and effectively-even in challenging situations at work. This seminar will teach two models of effective communication and will help you practice your new strategies in tough scenarios-negotiating your salary, talking with your boss about career development, confronting disrespectful behavior in the workplace, and more.
No More Eye-Rolling: Dealing with Difficult People	We all have difficult people in our lives. Challenging personalities can make the workplace and our personal lives more stressful and draining. In this seminar, we will review and discuss strategies to deal more effectively with difficult people. We will discuss why we find some people difficult and others not at all. And we will discuss an inoculation plan to keep ourselves protected from challenging personalities going forward. Everyone will come away with at least one take-away idea to better manage even the most challenging people.
Five Generations in One Workplace	Traditionalists, Baby Boomers, Gen X, Millennials, Gen Z... all with different work styles and expectations! Join us to better understand each generation and learn how to maximize the fabulous advantages of these generations working in tandem.

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Harnessing the Power of Positive Thinking	Negative self-talk, which often impedes our everyday lives, can be extremely harmful to your personal relationships, productivity and performance and overall quality of life. This is why learning to change how we think is crucial to our happiness. It takes time and a conscious effort, but if we can change our "faulty" thinking and replace it with more rational, realistic, and positive thinking, then we will be able to approach the challenges in our daily lives from a more confident, rational, and optimistic perspective.
Practicing Gratitude to Boost Your Happiness	Gratitude is the extremely powerful quality of being thankful that can change your life for the better. If you're looking to bring more happiness into your life, then practicing gratitude is your answer. Gratitude opens your heart and your mind allowing you to feel more present, generous, thankful, empathetic, kind, patient, positive and more aware of the beauty that surrounds you.
Procrastination: Getting & Staying Motivated	Everyone procrastinates. Sometimes a little procrastination is fine - normal, even. But sometimes we get stuck. How do we get unstuck? This seminar will discuss ways to recognize our own patterns. Procrastination doesn't have to be a chronic problem. We'll discuss both the causes of and solutions to our patterns and ways to get motivated!
Readjusting to a Reduced Workforce	Layoffs in the work place affect everyone; not just those who were laid off. For "survivors" of layoffs, the impact can be immense. Feelings of guilt, anger, anxiety, and more are common. During this session, we'll provide strategies for coping in the midst of layoffs as well as for adjusting to the new normal and finding opportunities for both personal and professional growth.
Resilience in Times of Change	Change is an inevitable part of life. Sometimes it hits us unexpectedly and other times it comes as a consequence of a decision we made. Either way, change can be scary if we aren't prepared to be flexible and resilient in the face of it. Especially in the workplace, organizational change can impact individual employee's performance and productivity. Thankfully, based on decades of research, we know that it isn't the change itself, but how we perceive it. And there are specific internal and external resources that can be taught to help individuals not only effectively adapt to change but also thrive through it. Resilient people are optimistic, purposeful, growth oriented, engaged and connected. In this webinar, participants will: explore the impact of change on individuals and organizations, define the concept of resilience and how it's essential to cope with change, and learn the skills necessary to foster resilience and make healthy transitions.
Riding the Waves of Change	Change in life is inevitable. While we can't always control what happens, we can control how we choose to respond to it. What we tell ourselves about change will have a large impact on our feelings and behaviors. During this session, we'll demonstrate techniques for successfully navigating change and using it as an opportunity for learning and growth.
Stay Motivated: Tips for Leveraging Your Super Power	It's easy enough to set a goal. But when it comes to habit changes like improving your diet, exercising more, or trying harder to meet new people, sustaining change can feel impossible. This seminar will teach the 3-part theory of human motivation. You'll identify your motivational style (e.g. your super power!) and learn strategies that will keep you motivated so you can achieve any goal.

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Uncovering Unconscious Beliefs	We all have unconscious beliefs or preconceived ideas. While this is normal, it's important to recognize that they can negatively impact our behavior and relationships, on both a personal and professional level. During this session, we'll show you how to tune in and bring these unconscious beliefs to the surface so that they don't get in your way. Awareness is key to setting yourself up for success.
Achieving Harmony: How to Maintain a Healthy Work/Life Balance	In an effort to "have and do it all," many people feel stressed by the demands of both home and work and feel challenged to maintain balance. Higher stress levels lead to compromised physical and Emotional Wellbeing, as well as lost time at work and lower productivity. By raising our awareness and consistently utilizing simple strategies, better balance is possible! Attend this experiential seminar and learn how to: <ul style="list-style-type: none"> • Recognize the signs of poor work life balance • Create manageable work and personal goals • Plan your time productively, including breaks • Distinguish when you need support and how to get it
Putting Out The Fire: Preventing and Managing Burnout	Contemporary professional demands not only cause stress, but chronic stress. Stress contributes to the development of myriad physical and mental health conditions including (but not limited to) hypertension, diabetes, depression and anxiety. Research suggests that up to two-thirds of American employees experience some degree of burnout. Burnout impacts productivity, morale and financial bottom line due to the health-related costs of burnout. In this workshop we will discuss: <ul style="list-style-type: none"> • The definition of burnout • The specific causes of professional burnout • Signs of burnout • Strategies for managing stress and burnout
The Struggle is Real: Strategies for Time Management	Meet your deadlines, be on time for meetings and stop procrastinating! Most of us can become overwhelmed when we have a lot to do - responsibilities at work, planning our kid's birthday party, and remembering all the details of daily life. This seminar will discuss realistic strategies for more effective time management. Some of the things we'll review are: managing email clutter, the roots of procrastination and keeping yourself motivated.
Attracting the Best Millennial's to Your Company	By 2020, nearly half (46 percent) of all U.S. workers will be Millennials. This means that employers will be facing leadership gaps and they will be looking for the best Millennials to fill those gaps. In this presentation find out how to attract the best millennials to your place of business. As well as how to develop and retain them once they get there.
Fostering a Transgender Inclusive Workplace	Employees who are exploring gender identity/expression or transitioning to their authentic gender often face work related stresses and possible discrimination that affect their performance and job security. Although awareness of Trans issues in popular culture and media has increased, specific and situational awareness is needed to: <ul style="list-style-type: none"> • Prepare Trans employees who reside on any point of the Transgender spectrum for transition within the workplace • Educate the employee's co-workers about the dynamics of transitioning so they

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	<p>can contribute to an inclusive environment</p> <ul style="list-style-type: none"> • Reinforce the rights and safety for Trans employees in their professional milieus
Fostering an LGBTQ Inclusive Workplace	<p>Even with recent successes in social justice and popular culture, some gay, lesbian, bisexual, transgender and gender non-conforming employees still face bias, homophobia and discrimination in the workplace. The resulting fear and stress not only affect work performance but overall morale in environments that are not accepting or inclusive in varying degrees. In this workshop we will clarify sexual orientation and gender identity to better prepare all participants to collectively foster an inclusive working environment for all LGBT and gender non-conforming employees.</p>
How to Have a Professional Respectful Workplace	<p>In any work settings, unprofessional, disrespectful and disruptive behavior creates a milieu of negativity at the workplace which impacts morale, productivity and job satisfaction. Everyone must establish professional respectful relationships with colleagues and supervisors. In this seminar we will focus on what it means to be a professional and address negative behaviors. We will discuss how to respectfully communicate with one another.</p>
Managing Millennials in the Workplace	<p>Discover the employers' role in developing and retaining millennials. Learn how to master the CCMM models that millennials need to remain loyal to their employers: coaching, collaboration, measures, and motivation. Millennials want to follow leaders who are honest, have integrity and who treat them with respect. Leaders should let Millennials know the big picture, so they understand their roles. In addition, Millennials want job flexibility and opportunities to learn and meaningfully contribute. Learn to effectively manage millennials in this awesome presentation.</p>
Preparing for the Worst: Preventing Workplace Violence	<p>The modern American landscape requires us to be prepared for anything. In the workplace, everyone wants to feel safe. This seminar will provide guidance and suggestions to help prevent violence and danger in the workplace. We'll troubleshoot potentially dangerous behaviors, warning signs in employees and action steps to take to help ensure everyone's safety. This seminar will also make recommendations for steps to be taken before, during and after any violent incident.</p>
Productive Conflict Resolution Skills in the Workplace	<p>Handling conflict is challenging. In today's fast-paced environment, interacting with people amicably and productively is more important than ever. In order to succeed in today's business environment, team leaders deal frequently with situations that often create conflict, even in the brightest of teams. As a team leader, it's necessary to constantly engage each associate in achieving outstanding results. As ideas and personalities mesh, conflict is not only possible, it's probable! In this session, we will explore steps that will enable you to understand sources of conflict, deal with facts rather than emotions, and develop effective resolution strategies to move progress along. We will also learn tips for working through differences that lead to positive outcomes and keep team relationships intact.</p>

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There is No "I" in Team	<p>Many great accomplishments come from groups of people who are able to come together toward a common goal. Teams don't just happen. Creating and maintaining effective teams takes work! The goal of this seminar is to learn what constitutes a team and the characteristics of effective teams. Our ability to achieve the goals of the organization relies on our ability to harness the strengths of all our employees as part of a team. We will focus on the various stages of team formation as well as identify the challenges. We will discover how to maximize the value of all team members while encouraging, motivating and leading teams. Strategies to motivate, encourage and inspire your team will be offered. Resources will be provided for those interested in taking a deeper dive into team building.</p>
Thriving in an Open Work Space	<p>The walls are coming down, with more and more organizations moving to open floor plans. While it typically requires making a few adjustments, the benefits far outweigh any brief disruption. During this fun and interactive session, we'll provide you with tips for transitioning and show you how to make the most of your open work space.</p>
We All Matter: Diversity in the Workplace	<p>In today's workplace, employers have a large pool of talent to select from when hiring. But this variety brings unique challenges of its own when it comes to creating an equal opportunity workplace. This includes hiring people from all walks of life: different races, religions, languages, lifestyles, and many other unique characteristics.</p> <p>For your organization to succeed, everyone needs to be on the same page and working towards the same goal. This training is designed to assist employers in creating cultural awareness and inclusion for all employees.</p>
Working Together: Helping Any Troubled Employee Get Back on Track	<p>We all have difficult or challenging times in our lives – this is normal and to be expected. But sometimes these external factors intrude on our ability to perform our jobs to the best of our ability. When an employee's performance begins to erode in some way, often supervisors will try to 'help' the employee by looking the other way or not giving any consequences. Sometimes this helps the employee – and sometimes it perpetuates the problem. How do we know what the best course of action is? This seminar will discuss how to recognize concerning behavior and how to help any employee get back on track.</p>
Younger Boss, Older Employee	<p>Why can't we all get along? Some workplaces may have as many as five generations working together under one roof. Although the qualities of good managers endure time, a multi-generational workforce can present some unique challenges. In addition to noticing differences, we can capitalize on our similarities and increase the ability to work collaboratively and with flexibility. In this interactive workshop, we will explore:</p> <ul style="list-style-type: none"> • A snapshot of your company's current multi-generational profile while avoiding stereotyping • Ways to respectfully tailor communications to fit the style of various employees • How to establish an environment of reciprocal skill building

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Innovative Decision Making: Problem Solving	<p>Some of the best business ideas and new products have resulted from innovative thinking. Why? The most creative people see options more than they see problems. Creative problem solving involves a mix of divergent and convergent thinking – our ability to both generate options and evaluate them to select the best one. Our capacity to be innovative also makes us more flexible, often able to work better with others and to contribute valuable new ideas to our work teams. Have you ever wanted to learn to be more of an “out of the box” thinker? Now you can! Join us for this experiential workshop and learn to:</p> <ul style="list-style-type: none"> • Utilize multiple ways of thinking • Frame problems as questions • Use generative brainstorming • Suspend judgement in solving old problems in new ways
Understanding Substance Abuse in the Workplace	<p>Substance abuse and addiction affect every industry in the American workplace. Seventy percent of substance abusing Americans are employed, making it imperative for employers to be equipped to address any issues in their respective workplaces and create working environments that promote health and healing. In this workshop we will discuss:</p> <ul style="list-style-type: none"> • Substance abuse and the most common substances of abuse • The impact on employers and the workplace • Detecting possible substance abuse in employees • Strategies for addressing any substance related issues in the workplace
What Everyone Needs to Know About Drugs and Addiction	<p>There are so many ways that addiction has ruined lives. No one is immune from the disease of addiction. Addiction has become an epidemic that impacts the workplace, our families, friends and community. The best defense against addiction is knowledge. This seminar will provide education on being able to identify: The signs and symptoms of abuse, the progressive pattern of the addiction disease, the difference between abuse and addiction, the physical/emotional/behavioral effects of addiction, why enabling behavior does not help and what types of treatment are available and available resources.</p>